

304.4 ALPR PROCEDURE (Light Pole Cameras – OpenALPR.com)

Many light poles in the city have been equipped with cameras that integrate the service of OpenALPR.com to capture, access, and screen the license plate data of vehicles traveling by these locations. They are commonly associated with major intersections. This data is only accessed through the OpenALPR.com website interface to search for captured plates or create alerts for plates. The following instructions and associated images are a brief overview of OpenALPR.com operations. It also includes appropriate responses to alerts that are received.

The license plate reads collected in OpenAlpr.com are kept for 60 days and then automatically deleted from the system, unless an investigator extracts specific information or plate reads before that time frame.

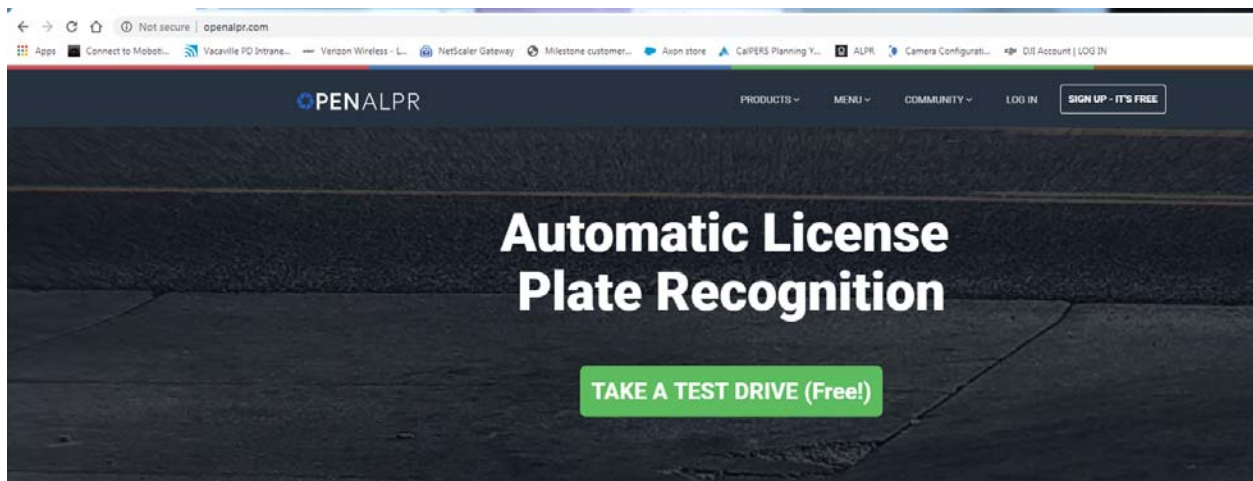
ALPR information may not be sold, distributed or shared to anyone other than law enforcement agencies in the course of an investigation or through an authorized automated export to NCRIC.

Periodic audits of user's searches in the system will be conducted to ensure the proper use of the system.

Logging In – Authorized users are assigned usernames and permissions by the designated system administrators. An email invite will be sent out to the user once the Administrator creates that users account.

When received, the user will set their password for the system.

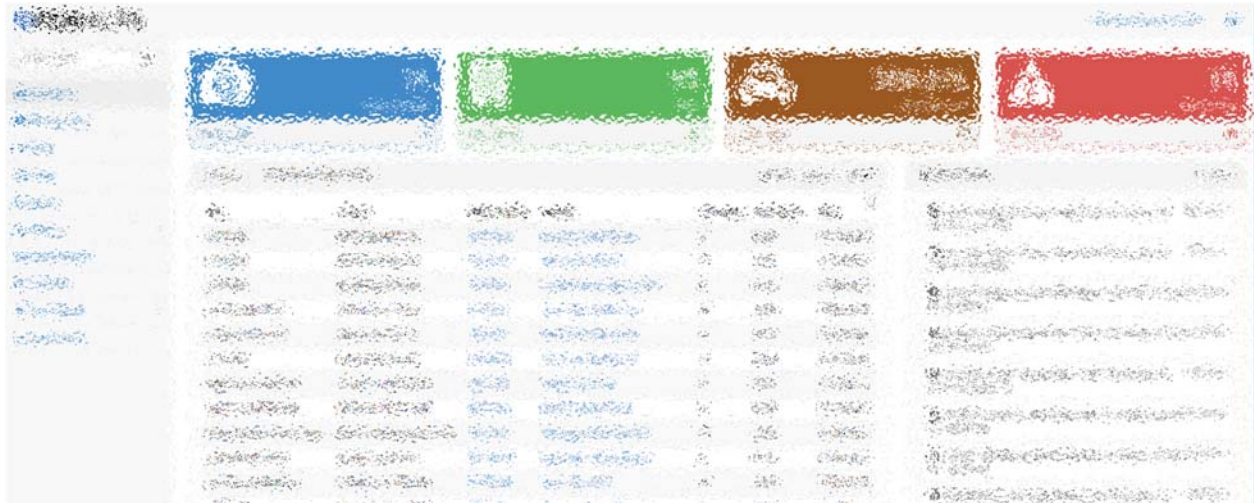
Users can then access the system through any web browser at www.openalpr.com and choose login.



All access to the OpenALPR system is restricted to searches and uses for official police department business and in the investigation of criminal activity.

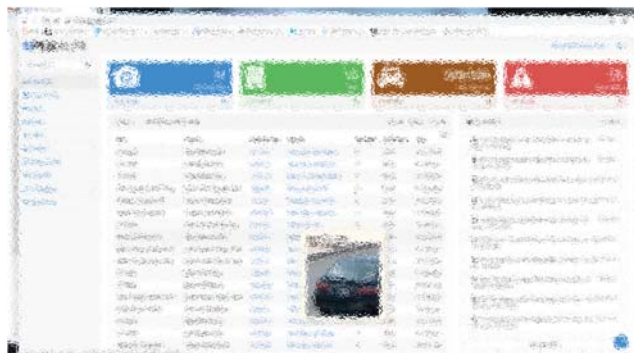
Use for Personal reasons is expressly forbidden.

Dashboard – The following image depicts the main OpenALPR screen.

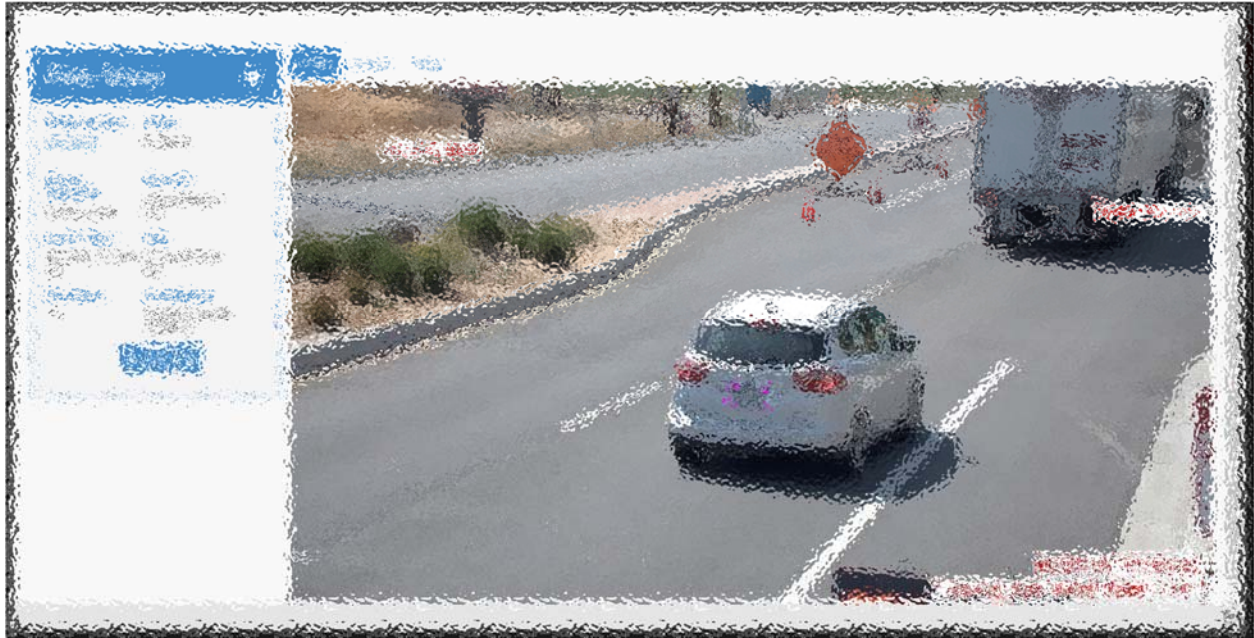


1. Center display of captured plates – The center display area shows a list of recently captured license plates.




- Hover over the blue highlighted license plate or vehicle description, the system will show you a pop up window of the vehicle and plate captured



- Click on the blue highlighted vehicle description and the system will open the **full image** of the plate read.



• **Full Image page** – This page shows the captured image of the plate read which provides several additional features located on the top in three tabs **Image, Location, Video (Dependent on camera type)** as well as on the bottom left using the following icons:

 (Download image),  (Create Report),  (Download video)

- Image – Shows the still image of the capture






- Location – Shows location of the camera in the city



- Video – Shows a short video clip of the vehicle



-  Downloads a copy of the image
-  Creates a PDF report of the license plate read to include dates, times, camera names and locations. Can be used for court. Also used to email LPR Hit report to responding units
-  Downloads the video

2. Left menu – The menu on the left gives options for research which is determined by your permission levels assigned by the system administrator

• **Dispatch View** – The dispatch view shows a map of camera location as well as a list of alerts that have been received.

- If an alert occurs when the dispatch view is active the alert will show as a pop up at the location of the camera the alerting license plate was captured

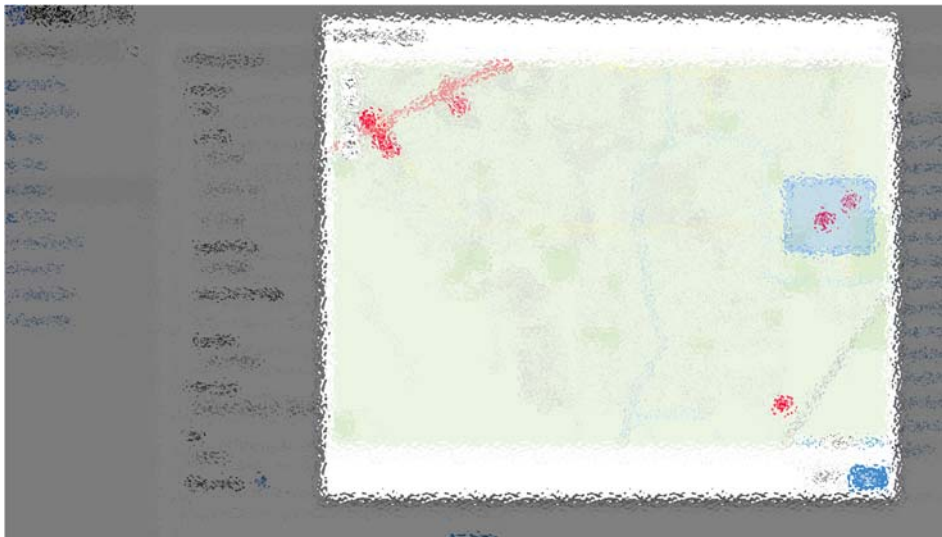


- Click on the OPENALPR logo on the top right to return to main menu

- **Search** – Use this link to search for individual license plates. OpenALPR.com supports wildcard searches by using the * in place of unknown license plate characters



- Search by date / time / vehicle make / color or type of vehicle.
- You can also select individual or groups of cameras to search by using the **Camera coordinates** area – Use the **Draw rectangle** control to select the cameras you want



- **Configuration** – This menu item lets you add and delete **Alerts**

304.5 OpenALPR alert procedures

[REDACTED]

Alerts will be monitored primarily through the dispatch center. When alerts are received, Sergeants and MPO's will wait a reasonable time for a radio response from Dispatch acknowledging they have received the alert and are working to verify the alert.

License Plate Alerts – License plate alerts in OpenALPR are managed through lists. Once a list is created, license plates can then be entered into that list for alerting purposes.

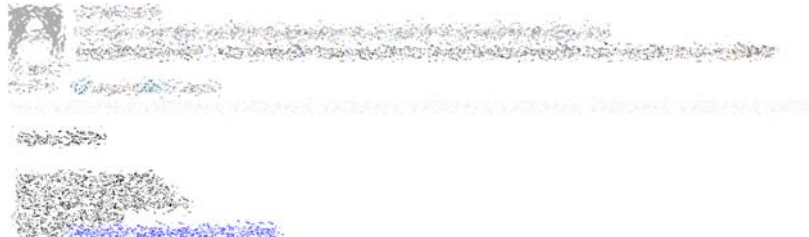
- These lists can be created by individual users (as permissions allow) or by automated system alert lists.
 - Notifications can be assigned to each list and can be set to notify individuals through email, SMS text messaging or both.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Verification of Alerts - Before using captured information for official law enforcement purposes, operators must visually confirm the captured plate read matches the OpenALPR translation of the plate info which the equipment captured.

If OpenALPR issues an "alert" for a captured plate the user shall always confirm the license plate status through CLETS via their associated MDT or through VPD dispatch personnel. Users should give preference to confirming the license plate status via VPD dispatch before taking enforcement action.

Receiving alerts from OpenALPR – OpenALPR issues alerts in three manners

- Email alert – An alert report link is emailed to the registered user
- Text alert - An alert report link is sent via text message to the registered user



- Dispatch View – The alert is automatically shown in a pop up window while Dispatch view is active.



Response to Email / Text Alerts:

- The user will use the link provided in the alert to log into OpenALPR.
- Compare the LPR read to the picture of the plate to verify the alert.
- Run the license plate in CLETS to verify it is still wanted
- The user should then use the available information to determine if a BOL should be broadcast for the vehicle or not.

Response to Dispatch View Alerts:

- The user will use the **View Details** link provided in the alert to view the alert.
- Compare the LPR read to the picture of the plate to verify the alert.
- Run the license plate in CLETS to verify it is still wanted
- The user should then use the available information to determine if a BOL should be broadcast for the vehicle or not.
- If a BOL broadcast is made, the employee or dispatcher should send an email report containing the picture of the LPR hit of the vehicle to [REDACTED]

Adding alerts

Use the left menu to open alerts in the configuration menu.



- Create or choose an existing list
- Click **Add Alert** in the Alerts window



- Add the plate
 - The user must add a detailed description, their name, case number and date in the **Description** field
- Then save

Alert notifications:

- Pick the list you want notifications on
- Click the **Alert Notifications** window
- Scroll to the user to notify and click the box next to Text or Email recipient.



304.6 Entry of License plates for in progress crimes (Local PC to Arrest Alert List)

All plates entered into the Local PC to Arrest Alert List shall have the following information in the description field:

Criminal nature of the want (211 PC, 459 PC, etc.)

Case number

Employee's name that established the probable cause for the want

Date entered

Sergeants and Master Patrol Officers and Investigators will have permission to enter or request dispatch to enter license plates into the LPR system's Local PC to Arrest alert list. Sergeants and MPO's **shall use particular care to ensure legal cause has been established to place the license plate into the alert list.** This should generally include the establishment of probable cause to arrest the occupant of the vehicle listed in the alert.

This list can also be used to alert the on duty Officers of a vehicle that may be associated with a crime that just occurred and the occupants may have played a part in that crime (Reasonable suspicion). **This use should only be used on Felony or serious misdemeanor crimes.**

Removal and monitoring of license plates from Local PC to Arrest Alert List

It shall be the duty of each on duty patrol sergeant to review the **Local PC to Arrest Alert List** at the end of their shift to ensure there is still probable cause for the license plate to remain on the list.

Sergeants should pay particular attention to license plates entered that only have reasonable suspicion to be involved in a recent in progress crime. If that vehicle or subjects have not been located at the end of the Sergeants shift then the plate should be removed from the list until Probable Cause has been established.

Any officer that established probable cause to arrest for a subject associated with a license plate and that license plate is listed on the **Local PC to Arrest Alert List**, that officer shall work with their Sergeant daily to determine if the plate still needs to be on the list.

The Department Crime Analyst shall review the **Local PC to Arrest Alert List** weekly to ensure the license plates should remain on the list or if they should be removed.

Adding newly received stolen vehicle reports

Anytime the dispatch center receives notification of a newly reported stolen vehicle a dispatcher shall add the license plate of the vehicle into the **Stolen Vehicle** alert list.

This entry only needs to include the license plate and the agency stolen from in the description field. ■

Nothing in this SOP is intended to supersede current Vacaville Police Department policy manual guidelines associated with the use of ALPR technology (Lexipol Policy No. 470)